

CITY OF MCMINNVILLE
MINUTES OF DINNER MEETING of the McMinnville City Council
Held in the Conference Room at the Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, March 26, 2013 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Alan Ruden
	Kevin Jeffries	Larry Yoder
	Kellie Menke	Paul May

Also present were City Attorney Candace A. Haines, Community Development Director Mike Bisset, Planning Director Doug Montgomery, Finance Director Marcia Baragary, Information Systems Director Murray Paolo, and a member of the news media, Nicole Montesano of the News Register.

DINNER

CALL TO ORDER: Mayor Olson called the meeting to order at 6:25 p.m. and welcomed all in attendance.

MCMINNVILLE DOWNTOWN ASSOCIATION PUBLIC ART COMMITTEE AND MCMINNVILLE ECONOMIC DEVELOPMENT PARTNERSHIP REPORTS: Mayor Olson advised that Steve Rupp, McMinnville Downtown Association Public Art Committee Chair, and McMinnville Economic Development Partnership Executive Director Jody Christensen would both be present at the Regular Meeting to give updates on their respective topics.

UPDATE ON THE INFORMATION SYSTEMS STRATEGIC PLAN: Information Systems Manager Paolo stated that he would give an update on the Department's Strategic Plan and the progress that has occurred regarding electronic City Council packets.

ORDINANCE - REGARDING ESTABLISHING A NEED FOR AN URBAN RENEWAL AGENCY IN THE CITY: Planning Director Montgomery reviewed the proposed ordinance and assured the Council that approving the ordinance would not commit the City to form an urban renewal district. If the Council determined it would not be in the City's best interest to form an urban renewal district, the ordinance would be revoked.

Councilor Jeffries stated his concern about declaring an area "blighted." City Attorney Haines stated that statutorily, "blight" when referring to urban renewal, is not the same as one would think when speaking of something being disfigured or of having a disease. Blight, when referring to an urban renewal area, could mean many things.

Planning Director Montgomery responded to Councilor Hill's question and stated that if the Council determined it would administer the District, then decided to hand oversight to another body, it would be able to create ad hoc or stand alone committees - whatever it was the Council decided.

RESOLUTIONS: Mayor Olson asked Community Development Director Bisset to review the resolutions on the agenda. Mr. Bisset stated that the first resolution established a 2.8% sanitary sewer rate increase that would be effective July 1, 2013 and that the resolution was a follow-through from the Council's earlier discussion in February.

Mr. Bisset related that the second resolution awarded the entry into a contract for maintenance services connected with the City's HVAC equipment.

Mr. Bisset explained that the third resolution was for the lease/purchase of a new photocopier/printer/scanner/fax machine at the Community Development Center. He noted that the current machine is six years old and the new machine has greater capabilities, is cheaper to operate, and the City will own it at the end of the lease.

EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, Mayor Olson called the Executive Session to order at 6:40 p.m. City Attorney Haines advised all in attendance that the contents of the meeting could not be discussed outside of the meeting.

City Attorney Haines spoke of the positive tenor and speed of the negotiations with the McMinnville Police Association as it related to the wage opener for the third year of the contract.

Mayor Olson ADJOURNED the Executive Session at 6:43 p.m.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:45 p.m.

Rose A. Lorenzen, Recording Secretary

CITY OF MCMINNVILLE
MINUTES OF REGULAR MEETING of the McMinnville City Council
Held at the Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, March 26, 2013, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Alan Ruden
	Kevin Jeffries	Larry Yoder
	Kellie Menke	Paul May

Also present were City Attorney Candace A. Haines, Community Development Director Mike Bisset, Planning Director Doug Montgomery, Finance Director Marcia Baragary, Information Systems Director Murray Paolo, and a member of the news media, Nicole Montesano of the News Register.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed those in attendance. He noted the excused absence of Councilor May. He also noted that City Manager Taylor was absent due to illness.

PLEDGE OF ALLEGIANCE: Mayor Olson led in the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No comments were heard from the audience.

PROCLAMATION - Arbor Day - April 1 - 7, 2013: Mayor Olson read the Arbor Day proclamation into the record.

CONSIDER MINUTES: Councilor Menke MOVED to approve the minutes of the March 12, 2013 City Council Dinner and Regular Meetings as submitted; SECONDED by Councilor Yoder. Motion PASSED unanimously.

I NEW BUSINESS

I-A REPORT FROM THE MCMINNVILLE DOWNTOWN ASSOCIATION COMMITTEE FOR PUBLIC ART (MDACPA): MDACPA Chair Steve Rupp introduced Stuart Jacobson and Edwina Castle and thanked them for their enthusiasm and involvement with the Committee. In addition, Cassie Sollars, Connie Keyes, Sharon Morgan, Rob Williams are Committee members who were not able to attend this meeting.

Mr. Rupp presented a PowerPoint slide show that highlighted the activities of the Committee. He noted that the art projects would not have happened without the assistance and support of the entire City staff, in particular, City Manager Taylor and Community Development Director Bisset. He advised that four of the art sculptures are now lit, but the remaining art pieces are not located close to electrical boxes. He advised that the Committee recently received a \$4,000 grant to incorporate art into the new County Transit Center. The Committee has renewed two honorariums and obtained two new honorarium pieces. Additionally, thanks to Ms. Castle's contributions, the Committee participated in the Artist Village event at the Library.

Mr. Jacobson reported on the two newest honorarium pieces and the artists who sculpted them. Both Lee Imonen and M. J. Anderson are stone sculptors and teachers. He advised that Ms. Anderson is the most successful artist working in the Northwest.

In reviewing the Committee's current budget, Mr. Rupp stated that so far, the City has contribute approximately \$40,000 and there is close to \$70,000 in donated art located throughout the downtown area. What began as a cultural and quality of life process has actually turned into an economic benefit for the town. Recently The Oregonian published a travel piece on McMinnville's public art walking tour. He suggested that the City Council might consider a percentage of the occupancy tax, should that come to fruition, to fund an annual "people's choice award."

Following a brief discussion, the Mayor and each of the Councilors thanked Mr. Rupp, Mr. Jacobson, and Ms. Castle for their time and dedication to the art project.

I-B

REPORT FROM THE McMINNVILLE ECONOMIC DEVELOPMENT PARTNERSHIP: Mayor Olson welcomed McMinnville Economic Development Partnership (MEDP) Executive Director Jody Christensen and Marketing Specialist Amy Jauron. Ms. Christensen introduced MEDP Board members Phil Hutchinson, Doug Montgomery, Kelly McDonald, Kem Carr, and Carol Granger who were in attendance.

Ms. Christensen gave a PowerPoint presentation which emphasized the importance of working closely and developing relationships with local companies. Ms. Jauron spoke of being part of the Team Oregon Food Processing organization. She stated that food processing is one of the fastest growing sectors of business in Oregon. Attendance at the Fancy Food Show and other shows allowed Betty Lou's to make a secondary expansion into one of the McMinnville Industrial Promotions' properties.

Ms. Jauron spoke about having relationships with the local manufacturing companies. She noted that they have been working with Dundee Fruit on a number of exciting new projects. Also, because of involvement and connections with the Team Oregon Food Processing organization, Betty Lou's expansion came to fruition.

Ms. Christensen spoke about the Collaborative Learning Tour and that they are seeking out best practices for the McMinnville Airport. She then reviewed statistical information on MEDP from its inception to present day.

Following a brief discussion, Mayor Olson, and the Council, thanked Ms. Christensen and Ms. Jauron for their informative presentation.

II

OLD BUSINESS

II-A

UPDATE ON INFORMATION SYSTEMS STRATEGIC PLAN: Information Systems Director Paolo gave an update on the Department's Strategic Plan. He reviewed the specific objectives that the Department had accomplished throughout 2012 and stated

that the Department was poised to revise the Plan with the inclusion of departmental tactical information and expansion of the Plan to a broader timeline of three to five years out.

Mr. Paolo also spoke to the Council regarding the electronic City Council packet initiative. He noted that since his last report on the project, he, Information Systems Analyst Burke, and Ms. Lorenzen had completed their review of software packages and were recommending that the City move forward with purchase of AgendaQuick by Destiny Software. He pointed out that the Council would see funds for this purchase in his 2013 - 2014 budget.

A conversation followed, during which the following points were discussed:

- Cost of continuing the paper Council packets vs. cost of the paperless packets;
- Use of personal vs. City-owned laptops and/or tablets;
- Ability to navigate through the packet and make notes as desired; and
- Time schedule for MCM to begin televising the Council meetings and for the electronic packets.

Following the discussion, Mayor Olson thanked Mr. Paolo for his informative reports.

II-B

WORK SESSION - PROPOSED TRANSIENT LODGING TAX: Mayor Olson noted that the Council had eight major discussion points regarding the proposed Transient Lodging Tax. He reviewed the following:

- What is the appropriate amount of the tax;
- What types of lodging businesses should this tax apply to and what businesses should be exempt;
- How often should the lodging providers make payments to the City;
- What is the appropriate appeals process;
- What audit requirements and policies does the Council want to incorporate into the ordinance;
- What direction does the Council want to establish around the usage of the funds;
- What should the public process look like; and,
- What is the appropriate implementation date.

Following discussion, the Council by consensus determined that they would hold a Special City Council Work Session dedicated solely to the Transient Lodging Tax discussion.

Greater McMinnville Area Chamber of Commerce President Phil Hutchinson spoke briefly regarding the proposed Transient Occupancy Tax. He complimented City Attorney Haines on the excellent job of collecting the comments made by him and McMinnville Downtown Association Manager Cassie Sollars.

He stated that when the Council holds its Work Session, he would like to speak to them about the success that Newport, Oregon has had with its occupancy tax. He stated that Newport used some of the revenue for contracts for services to operate the visitors' center, relocation requests, visitor kiosk, and they hired a tourism development director at the Chamber. Additionally, the City administered some of the funds directly - they purchased fireworks for the Volunteer Firefighters' annual fireworks display, used part of the budget for a festival, and a major portion was set aside for community advertising. He stated that the Newport City Council set up a committee to administer the funds.

Each of the Councilors present stated that they were in general agreement with the tax, but wanted more time to review the topic and discuss it. City Attorney Haines advised that staff would be back with the Council regarding a date for the Work Session.

III

ORDINANCE

III-A

DECLARING THAT BLIGHTED AREAS EXIST IN THE CITY OF McMinnville; ESTABLISHING THE NEED FOR AN URBAN RENEWAL AGENCY IN THE CITY; AND, ELECTING A METHOD FOR EXERCISE OF THE POWERS OF AN URBAN RENEWAL AGENCY WITHIN THE CITY: Planning Director Montgomery referenced the background memorandum in the City Council packets and explained that the next step in the urban renewal process was the establishment of a governing body for the urban renewal district. He pointed out that the Council has three choices. It can appoint: 1) the City's or County's housing authority; 2) a separate board or commission of no fewer than three members; or, 3) the governing body itself, acting as a governing body separate from the municipality they were elected to represent. Mr. Montgomery stated that although there are reasons for and against each of the three options, it was staff's recommendation that the Council appoint itself as the governing body for the McMinnville Urban Renewal Agency. He emphasized that this action would not commit the Council to move forward with the adoption of an urban renewal plan. That action is independent of the proposed ordinance.

Following a brief discussion, City Attorney Haines read by title only Ordinance No. 4966 declaring that blighted areas exist in the City of McMinnville; establishing the need for an Urban Renewal Agency in the City; and, electing a method for exercise of the powers of an Urban Renewal Agency within the City. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4966 PASSED by a unanimous roll-call vote.

IV

RESOLUTIONS

IV-A

ESTABLISHING REVISED SANITARY SEWER USER FEES; AND
REPEALING RESOLUTION NO. 2012-4: Community Development
Director Bisset referred to the Council's February 12, 2013
adoption of the 2013 Wastewater System Financial Plan
Update which implements a 2.8 percent increase in user fees
each fiscal year between fiscal years 2012-13 through 2022-
23. He pointed out that future rates would be adjusted by
Council action and the City would continue to complete
biennial reviews of the actual revenues and expenses to
verify that the City's wastewater needs are being met.

Councilor Hill MOVED to adopt Resolution No. 2013-7
establishing revised sanitary sewer user fees; and
repealing Resolution NO. 2012-4; SECONDED by Councilor
Ruden. Motion PASSED unanimously.

IV-B

AUTHORIZING AND DIRECTING THE ENTRY INTO A CONTRACT FOR THE
PROVISION OF HVAC MAINTENANCE SERVICES AT VARIOUS CITY
FACILITIES: Community Development Director Bisset
referenced the memorandum regarding the bid award for the
HVAC preventive maintenance services located in the Council
packets. He advised that the following four bids had been
opened and read on Thursday, February 28, 2013:

<u>Bidder</u>	<u>Bid Amount</u>
Dr. HVAC Inc.	\$7,850.00
Advantage Heating & AC	\$8,572.10
Advanced Mechanical	\$8,585.00
Reitmeier Mechanical	\$13,999.00

He stated that staff recommended award of the bid to the
lowest responsive and responsible bidder, Dr. HVAC Inc.

Councilor Ruden MOVED to adopt Resolution No. 2013-8
authorizing and directing the entry into a contract for the
provision of HVAC maintenance services at various City
facilities; SECONDED by Councilor Menke. Motion PASSED
unanimously.

IV-C

AUTHORIZING ENTRY INTO A LEASE/PURCHASE AGREEMENT FOR A
COPIER/PRINTER/SCANNER: Community Development Director
Bisset stated that staff recommended adoption of the
resolution that would allow replacement a six-year old
copier. The cost of operation of the new machine would be
less than the old copier currently costs the City. Mr.
Bisset publicly recognized Sarah Sullivan for her work on
this project. He stated that she had completed all the
research on the project and had asked for and received six
different quotes from five companies on various
copier/printer/scanner machines.

Councilor Menke MOVED to adopt Resolution No. 2013-9
authorizing entry into a Lease/Purchase Agreement for a
Copier/Printer/Scanner; SECONDED by Councilor Hill. Motion
PASSED unanimously.

V

ADVICE / INFORMATION ITEMS

- V-A REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS:
Each of the City Councilors gave a brief report.
- V-B DEPARTMENT HEAD REPORTS: Each department head present gave
a brief report.
- VI ADJOURNMENT: Mayor Olson adjourned the meeting at 7:45
p.m.

Rose A. Lorenzen, Recording Secretary